



File Transfer

User Manual

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HIPAA Compliance Statement

This is to confirm the compliance to HIPPA. The files transferred using this system is intended solely for the use of the assigned destination organization and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution of any confidential and/or privileged information transferred by this system is expressly prohibited.

What File Transfer Provides

Background

The File Transfer application was developed to answer a specific need to external and internal customers conducting business with the Department of Health and Human Services (MDHHS). MDHHS needed an efficient and secure way to transfer documents containing sensitive data between providers and other external customers with MDHHS staff. The File Transfer application offers the ability to share files and collaborate with others while keeping those files secure and easily tracked.

Gaining Access

Accessing the File Transfer Application

The State of Michigan MILogin interface is the standard pathway to all developed web applications for the Department of Health and Human Services including DCH-FILE TRANSFER. MILogin has identified two groups of users; Group 1 is defined as Workers, meaning State of Michigan employees and Group 2 is defined as Third Party User, meaning Health Care Providers, Insurance Companies and other entities outside of the State of Michigan. Workers will access the File Transfer Application using this link <https://miloginworker.michigan.gov> and Third Party Users will access the File Transfer Application using this link <https://milogintp.michigan.gov>.

Home Help MI.gov

MILogin

Login to your account

* = Required Fields

*User ID

*Password

Login

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

Don't have an account? [Create New Account](#)

[MILogin Home](#) [Michigan.gov Home](#) [Policies](#) [Contact Us](#)

Copyright 2015 State of Michigan

Example of MILogin Third Party User

If you are a registered user in MILogin, just enter your User Id and Password and click on the Login button otherwise click on the 'Create New Account' button.

New users to MILogin can refer to this web page http://www.michigan.gov/mdch/0,4612,7-132-2945_72165---,00.html to obtain

helpful instructions about MiLogin. When you have created account, log in. Under 'Manage your account' select 'Request Access'. In Step 1 enter 'File Transfer' in the 'Search for application' field and select search icon. In Step 2 Choose the DCH-File Transfer application by clicking on DCH-File Transfer. Then click the green 'Request Access' button. Select 'I Accept' the Terms and Condition button. Update your *required address fields, if necessary, and select the 'Submit' button. Select the blue 'Return to home page' link. Logout from the MiLogin screen. When you receive the confirmation email, log back into MiLogin and see DCH-File Transfer in you Access your Applications list.

The screenshot displays the MiLogin web application interface. At the top, a dark navigation bar contains links for 'Home', 'Help', 'Logout', and the 'MI.gov' logo. Below this, the 'MiLogin' logo is prominently displayed. A secondary navigation bar includes a home icon, the user's name 'Judy', the word 'Page', and a 'Need Help?' link. The main content area is divided into two sections. The first section, 'Manage your account', features two buttons: 'Request Access' (with a document icon) and 'Update Profile' (with a person icon). The second section, 'Access your applications', lists two available applications: 'DCH-File Transfer' and 'Database Security Application (DSA)'. The footer contains four links: 'MiLogin Home', 'Michigan.gov Home', 'Policies', and 'Contact Us', followed by the copyright notice 'Copyright 2015 State of Michigan'.

Example of successful Request Access to DCH-File Transfer

Click on the DCH-File Transfer link to allow the New User screen to appear.

New User

All fields marked with ' * ' are mandatory

The following information is required to complete the File Transfer application access subscription. Upon submitting an email will be sent to the Administrator for approval. You will be notified once the request is approved.

User Information

User Id	: usert4544	Last Name	: User	First Name	: Test
Email	: [redacted] 2010@gmail.com				
Business Name	: <input type="text"/>				
Phone *	: <input type="text"/>	[Enter 10 digit phone number.]			
Work Address	: <input type="text"/>				
City	: <input type="text"/>	State	: <input type="text"/>	Zip	: <input type="text"/>

Transfer to Area

Select Area to transfer files * :

Complete the user information section on the New User screen. In the Transfer to Area section, select the area you need access to and select Submit.

File Transfer New User

User Name : russellntest2

Your request for access to File Transfer Application has been submitted. You will receive an email when your access request is processed. If five days have passed and your request has not been processed, please contact DCH-File-Transfer-Support@michigan.gov for assistance.

From this point the Area Administrator to the Area requested will receive an email about your access request. The Area Administrator of the requested Area will either Accept or Reject your access to this area. The next time you access the File Transfer application and your access request has not yet be processed, the File Transfer Access not approved screen will appear. Please follow the instructions as described on the screen. Click on the link to generate an email. Remember to include your username and the Area Name you are requesting access to. The section your area belongs to will respond about the pending request.

File Transfer Access not approved.

User Name :russellntest

Your request for access to File Transfer Application is not yet approved. If it has been more than five days since you requested access, please contact DCH-File-Transfer-Support@michigan.gov for assistance in getting your access approved.

Close

Otherwise, you will receive an email notification on the outcome of this request.

File Transfer Terminology

The File Transfer application uses terminology like 'Share File', and 'Download File'. These terms have specific meanings in the File Transfer Application.


Share File means a file is copied from the user's PC and placed in the Share Hold Area's folder on the application server. This shared file is now available to be downloaded by others who have access to the Area and who have download permissions.


PC File → Share Hold Area Folder

Download File means taking the file from the Share Hold Area folder on the application server (previously Shared) and saving it on the user's PC.

Share Hold Area Folder File → PC

Using the File Transfer Application

 <https://sso.mdch.state.mi.us/dch-waps3/filetransfer/main.do>

**File Transfer**
Department of Health and Human Services

Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015

Logged in user: moranj

Production Environment

Home Page Main Menu screen

The File Transfer Application main features include:

- Downloading Files
- Sharing Files

LTC File Transfer users do not have upload privileges, this Upload File message will appear.

Upload File

1. Access to upload files is not available.
2. If you think this is an error, please contact your area administrator.

Cancel

Upload File message

Downloading Files

Download file option allows File Transfer users to download files shared by other users in specific areas.

Users will be able to download files if they have been authorized by the area's administrator to have the download file privilege for the specific area.

The screenshot shows the MDHHS File Transfer application interface. At the top, there is a green banner with the MDHHS logo and the text "Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life." Below the banner is a navigation menu with five tabs: File, Share File, Admin, Browse, and General. The File tab is selected, showing a list of links: Upload File, Download File (highlighted in orange), and a link to the Download File screen. The Share File tab shows links for Share File, Delete Shared File, Shared File Log, and Share Download Log. The Admin tab shows links for Approve New Users, Manage Existing Users, Manage Areas, Audit Log, User Upload Activity Log, Failed Upload Log, and Share Download Activity Log. The Browse tab shows links for Upload Log and Download Log. The General tab shows links for Request Additional Area Access and Exit Application. At the bottom of the screen, there is a status bar with the following information: Version: 1.9, Last Updated: 10/01/2015, Logged in user: moranj, and Production Environment.

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015
Logged in user: moranj
Production Environment

Home Page Main Menu screen

Download File

To download a file, click on the Download File link in the File Menu. The Download File screen is returned.

The screenshot shows the "Download File" screen. At the top, there is a blue header with the text "Download File". Below the header, there is a message: "All fields marked with '*' are mandatory". The main form area contains two dropdown menus. The first dropdown menu is labeled "Area *" and has "TESTEXEMPT" selected. To the right of the dropdown menu, there is a note: "(select from list if having multiple area access)". The second dropdown menu is labeled "Select file to download *" and has "testfilenine.doc" selected. At the bottom of the form, there are two buttons: "Download" and "Cancel".

Download File

All fields marked with '*' are mandatory

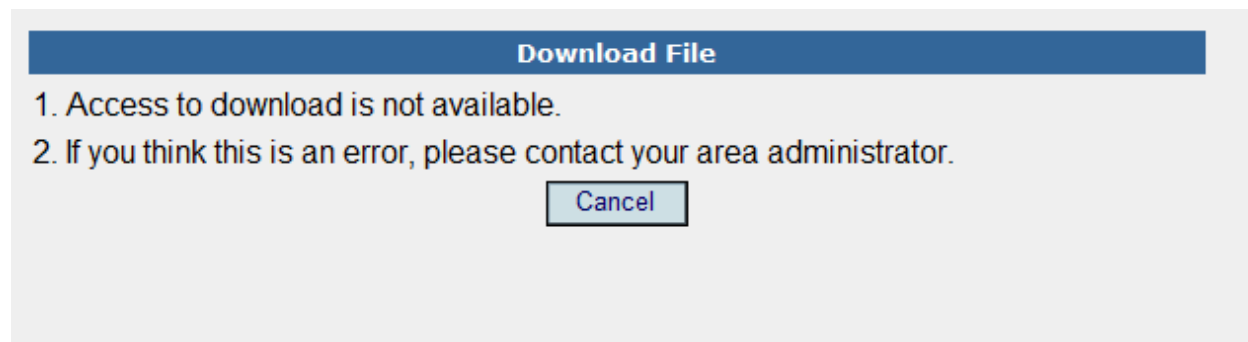
Area * (select from list if having multiple area access)

Select file to download *

Download File Screen

Select the area where the file to be downloaded is stored. The Area Dropdown list contains all the areas the user has download access to. Select the filename from the 'Select File to download' drop down list. The list will be in alphabetical order. Click on the 'Download' button. A file download box will appear to direct you to either open or save the file. Select 'Close' to return to the Download Screen then select 'Cancel' to return to the File Transfer Home Page.

If the File Transfer user does not have download privileges to the area selected, the following download message will appear.



Download File

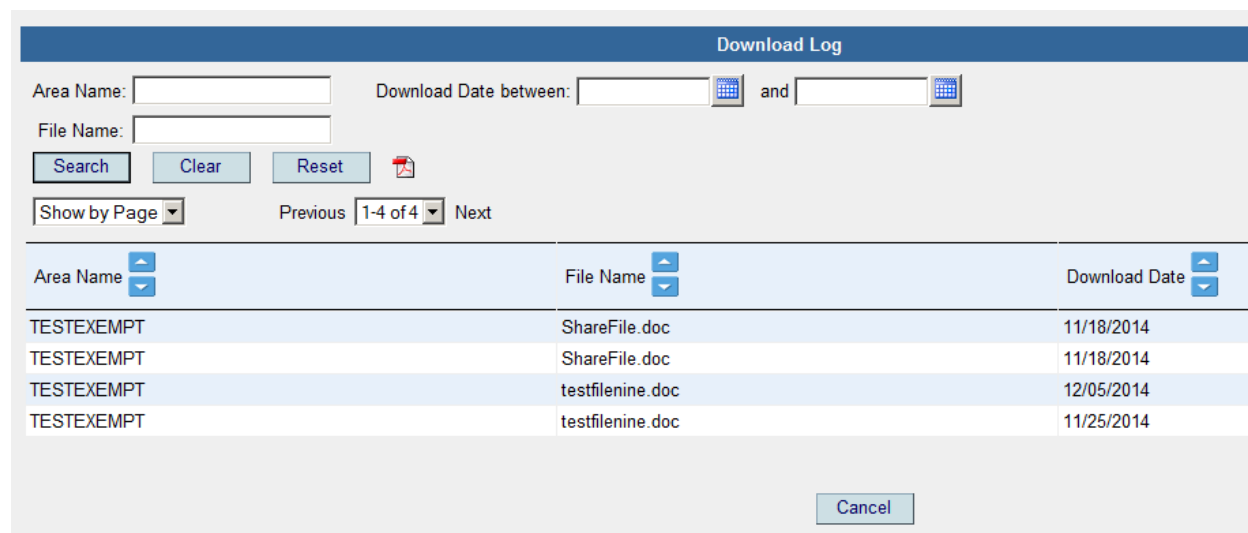
1. Access to download is not available.
2. If you think this is an error, please contact your area administrator.

[Cancel](#)

Download File message

Download Log:


Users can monitor their file downloads by selecting the 'Download Log' link in the Browse menu.









Download Log

Area Name: Download Date between: and

File Name:

[Search](#) [Clear](#) [Reset](#) 

Show by Page Previous 1-4 of 4 Next

Area Name  	File Name  	Download Date  
TESTEXEMPT	ShareFile.doc	11/18/2014
TESTEXEMPT	ShareFile.doc	11/18/2014
TESTEXEMPT	testfilenine.doc	12/05/2014
TESTEXEMPT	testfilenine.doc	11/25/2014

[Cancel](#)


Download Log screen

This screen provides useful input options to keep track of the downloaded files. The column headings contain up and down arrows that can be clicked on to sort the content ascending or descending. There is also a PDF icon which when clicked on will place the content of the screen to a PDF document that can be saved or printed.

Sharing Files

Sharing files provides a secure way in which other approved users can access files shared by others. These shared files will be available for users who have access to the same area to download the file. Sharing files automatically generates an email to all users that have access to the area announcing a file is available for Download.

The Share File function is available to the users whose Area Administrator provided them with the Share File access privilege.

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Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

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Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015

Logged in user: moranj

Production Environment

Home Page Main Menu screen

Share File

To share a file, click on the 'Share File' link in the Share File menu. The Share File screen appears.

Share File

All fields marked with '*' are mandatory

Share File information

Area * : TESTEXEMPT (select from list if having share access to multiple areas)

Select file to share * : Browse...

Additional Information

Notify users (file available for download) ? : ☒ Yes ☐ No

Receive notification file has been downloaded? : ☐ Yes ☒ No

Comments :

Share

Cancel

Share File Screen

Select the area from the Area dropdown list. The area dropdown list contains all the areas the users have Share privileges to. Select the Browse button to search for the file to be shared. In the Additional Information section two share file options are available. First, the user can notify other users of that area that shared file is available for download. Second, the file sharer can indicate to receive an email notification when other users have downloaded the file. In addition, comments pertaining to the file can also be entered. Click on the 'Share' button to complete the file sharing function. If the file sharing function is successful, the File Transfer Confirmation screen is returned.

File Transfer Confirmation

File Transfer	Successful
Message	The file is available for download
User Name	USERT4544
Area Name	TESTEXEMPT
File Name	testfileten.doc
Date	12/05/2014 16:12:14
The File size	22 KB

Information

For any File Transfer issue, please contact [DCH File Transfer Support](#). Please retain the original file in the event you need to transfer it again.

Close

Print for Confirmation

File Transfer Confirmation screen

Delete Shared File

File Transfer users can also delete a Shared file. From the Share File Menu, select 'Delete Shared File'. The 'Delete Shared File' screen is returned.

Delete Shared File

All fields marked with '*' are mandatory

Area *

TESTEXEMPT

(select from list if having multiple area access)

Select file to delete *

testfilenine.doc

Delete

Cancel

Delete Shared File screen

Select the area name where the file is located. From the 'Select file to delete' drop down list click on the file to be deleted. Select 'Delete' button to complete the delete function.

Please Note: Files shared by other users to the area selected are also available in the drop down list to delete.

Share File Log

From the Share File Menu, select 'Share File Log'. The 'Share File Log' screen is returned filled with all the Area Names and all of the shared files by **all** users who have access to the areas.

Shared File Log

Home

Area Name:

DCH Date between:

and

User Name:

Status:

File Name:

Search

Clear

Reset

Show by Page

Previous

1-8 of 8

Next

Area Name	User Name	File Name	DCH Date	DCH Size (kb)	Status
TESTEXEMPT	MORANJ	ShareFile.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	MORANJ	testfilenine.doc	11/24/2014	22	SUCCESS
TESTEXEMPT	USERT4544	ShareFile.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileone.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileten.doc	12/05/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileten.doc	12/05/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileten.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfilethirty.doc	11/18/2014	22	SUCCESS

Cancel

Share File Log

This screen provides useful input options to keep track of all the Shared files. The user only needs to enter part of an area name or file name and the search will return all information that matches those characters within the name. For example 'TEST' would return area names like 'TESTEXEMPT' or 'UATTEST'. The column headings contain up and down arrows that can be clicked on to sort the content ascending or descending. There is also a PDF icon which when clicked on will place the content of the screen to a PDF document that can be saved or printed.

*** Please note that this does not handle spaces in the text*

Share Download Log

From the Share File Menu, select 'Share Download Log'. The 'Share Download Log' screen is returned filled with all the shared files by **all** users who have access to the areas. The screen also displays all the users who have downloaded that shared file.

Share Download Log

Home

Area Name:

Share Date between: and

File Name:

Download Date between: and

Business Name:

Files that have been:

Search

Clear

Reset

Show by Page

Previous

1-8 of 8

Next

*If these fields are empty, the file has not been downloaded.

Area Name	File Name	Shared Date	Business Name*	Download Date*	Email ID*
TESTEXEMPT	ShareFile.doc	11/18/2014	STATE BUSINESS	11/18/2014	Address2010@gmail.com
TESTEXEMPT	ShareFile.doc	11/18/2014	STATE BUSINESS	11/18/2014	Address2010@gmail.com
TESTEXEMPT	testfileeleven.doc	12/05/2014			
TESTEXEMPT	testfileone.doc	11/18/2014	DTMB AGENCY SERVICES	11/24/2014	EMAIL@michigan.gov
TESTEXEMPT	testfileone.doc	11/18/2014	DTMB AGENCY SERVICES	11/24/2014	EMAIL@michigan.gov
TESTEXEMPT	testfileten.doc	12/05/2014			
TESTEXEMPT	testfileten.doc	11/18/2014	DTMB-DCH AGENCY SUPP	11/18/2014	kavasserj@michigan.gov
TESTEXEMPT	testfilethirty.doc	11/18/2014		11/18/2014	russelln2@michigan.gov

Cancel

Share Download Log Screen

For the file sharer, this screen provides information about whether or not the file has been downloaded by other users. The screen provides the same search criteria as the other log screens. Please note the red asterisk above the columns Business Name, Download date and Email Id. If there is no information present for those fields for the shared file it means the file has not been downloaded.

Nice To Know

Screen Basics

Screens contain common links that functions the same for all screens

- **Home** – Located in the upper right hand corner of the screen. Returns to the File Transfer Home Page Main Menu.
- **Cancel** – Returns the previous screen accessed.
- **Exit Application** – Exits the application and returns to the MILogin Users Home Page.

File Basics

- File size should not exceed 250 megabytes
- File names should not contain spaces
- The File transfer application does scan all for viruses and will alert if a virus is found.

Problem Notification Basics

- Send the following information to [DCH File Transfer Support](#).
 - User name and User Id
 - Menu Option
 - Brief Description of the problem encountered
- DTMB monitors this mailbox daily and will respond to the notifications

Application Maintenance Notification Basics

- This screen will appear whenever the Application is experiencing maintenance.

